

**Chairperson:** Supervisor James J. Schmitt  
**Committee Clerk:** Jodi Mapp, 278-4073  
**Research Analyst:** Rick Ceschin, 278-5003

**COMMITTEE ON PERSONNEL**  
**Friday, September 22, 2006 -- 9:00 a.m.**  
**Milwaukee County Courthouse, Room 201-B**

**MINUTES**

**CASSETTE #:** 18; Side B, 071 – EOT  
19; Side A, 001 – EOT  
19; Side B, 001 – 045

**PRESENT:** Supervisor Cesarz, Coggs-Jones, Borkowski, Quindel, Weishan,  
and Schmitt (Chair)

**ABSENT:** Supervisor DeBruin

**SCHEDULED ITEMS:**

1. 06-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

***The Committee took no action regarding this item.***

2. 06-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

***The Committee took no action regarding this informational report.***

3. 06-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

***The Committee took no action regarding this informational report.***

4. 06-25(a) From County Board staff relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP) positions in the Division of Human Resources. **(Recommendations to be implemented unless Supervisor(s) object.)**

## SCHEDULED ITEMS:

### **APPEARANCE:**

Rick Ceschin, Research Analyst, County Board

- 18/B-169 Mr. Ceschin explained, at the request of the Chairman, that by ordinance when a reclassification request comes from the Division of Human Resources' Office, County Board staff reviews the matter and makes a recommendation. In this case, the Division wishes to unify the human resources manager function by eliminating the "Industries" parenthetical in the Human Resources (Industries) Manager position title. Also in 2004, there was a recommendation that positions such as this need not be at the ECP level, so it's being reclassified down. Mr. Ceschin recommended approval.

***The Committee took no action regarding this item.***

5. 06-88(a) A. An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(REPORT FROM DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**  
**(Additional addendum reports from DAS.)**

### **APPEARANCES:**

Hugh Morris, Business Systems Project Manager, IMSD (DAS)

Kelly Nesemann, Project Manager, Ceridian

Linda Seemeyer, Director, Department of Administrative Services

William Borja, Chief Information Officer, Information Management Services (DAS)

Charles McDowell, Director, Human Resources, DAS

- 18/B-280 Mr. Morris indicated that the most significant activities to report since the last meeting are the data conversion and the efforts to complete the requirements documents for the customization. A date for the end of this month had been set for completion of the data conversion, and they are on target for that process. They are also working on completing requirements for customizations, which is an area that has been directly affected by the loss of personnel. Work is being done diligently to get those requirements completed by the end of the month. Mr. Morris stated they will come close to reaching that date, but they are struggling to complete all those requirements. He also stated that quite a bit of work has gone into training and preparing to conduct parallel tests across the County. They have engaged a number of training sessions, which has also been expanded across the County to every payroll clerk.

- 18/B-310 Ms. Nesemann agreed with what was said by Mr. Morris and stated that they are on target for the data conversion. She indicated that as of the

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they are on target for the data conversion. She indicated that as of the first two weeks of October, the files are going to be out of the County's hands and in Ceridian's hands to do the conversion. She emphasized that this is very important and good step.

- 18/B-493 Ms. Seemeyer provided comments regarding the addendum she submitted to the Progress Report on Ceridian Implementation. She first corrected a mistake in the addendum in which she mistakenly referred to Human Relations instead of the intended Human Resources. Ms. Seemeyer then addressed the loss of staff and the effects thereof in detail. In closing, she informed the Committee that there will be a need to carryover 2006 implementation funds into 2007.
- 18/B-537 Mr. Borja provided comments regarding the addendum he submitted to the Progress Report on Ceridian Implementation. He emphasized the area of data conversion. Having those files converted by the end of this month would be one of the biggest milestones that would keep everything on track for the new timeline. There are 72 separate distinct files that contain different pieces of data from all the systems. Each record was reviewed individually, cleaned up, and verified. Mr. Borja stated that accuracy of all data is very important to not only ensure payroll is correct but for future uses of the information from being an active employee through retirement.
- 18/B-575 Mr. McDowell provided comments regarding the addendum he submitted to the Progress Report on Ceridian Implementation. His focus was on the importance of the impact that all of these changes have had on employees. The pressure and stress that employees have been placed under has not gone unnoticed.

Questions and comments ensued.

***The Committee took no action regarding this informational report.***

- 05-497 B. An adopted resolution authorizing and directing the Director,  
(a) Department of Administrative Services (DAS) and the Director, Division of Human Resources, DAS, to develop a reallocation plan that reflects the efficiencies expected to be achieved and the future County-wide deployment of human resources staff due to the implementation of the Ceridian human resource system. **(1/27/06: Chairman requested monthly status reports from the Director of DHR regarding any efficiencies, savings, job shifting and where the initiative is headed.) (VERBAL REPORT FROM DIRECTOR, DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

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### **APPEARANCE:**

Charles McDowell, Director, Human Resources, DAS

- 18/B-698 Mr. McDowell stated that they are at a point now where they have begun to identify things that are assumed will impact jobs not only in the area of payroll but in the human resources area in terms of how the system will integrate with payroll and the retirement system. He indicated that they are beginning to write down and record all of the anticipated changes. Reassignment of different positions or additional duties being added to jobs is a focus of the future. Mr. McDowell stated that at this time as far as payroll positions are concerned, there is no major shift foreseen in terms of upward or downward mobility in these positions.

Questions and comments ensued.

***The Committee took no action regarding this informational report.***

- 05-145 C. From Director, Department of Administrative Services, submitting an  
(a) informational report regarding the status of the Human Resource Information System (HRIS) project and notifying of a change to the Ceridian Contract within the project budget. **(Also to the Committee on Finance and Audit) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

### **APPEARANCE:**

Linda Seemeyer, Director, Department of Administrative Services

- 18/B-714 Ms. Seemeyer summarized her report by stating that the project completion date has been moved back approximately three months. In order to accomplish the necessary tasks, the Ceridian contract will be modified to retain their staff through the implementation of all modules. No additional funds are being requested. Ceridian is absorbing half the costs for their staff during the course of the additional months.

***The Committee took no action regarding this informational report.***

6. 06-373 From the County Executive, appointing Mr. David Karst to serve on the Milwaukee County Personnel Review Board for a term expiring October 31, 2007. Mr. Karst will fill the vacancy created by the resignation of Mr. Robert Pleva.

### **APPEARANCE:**

Fran Rudig, Executive Assistant, County Executive's Office

## **SCHEDULED ITEMS:**

- 18/B-206 Ms. Rudig introduced Mr. Karst to the Committee who provided brief comments and answered questions posed by the Committee.

### ***ACTION BY: (Cesarz) Approve. 6-0***

**AYES:** Cesarz, Coggs-Jones, Borkowski, Quindel, Weishan and Schmitt (Chair) – 6

**NOES:** 0

7. 06-383 From Register of Deeds and District Council 48 Staff Representative requesting an appeal of the Division of Human Resources' denial of the reallocation for three Register of Deeds positions of Clerical Specialist-Register of Deeds.

### **APPEARANCES:**

William Mollenhauer, Staff Representative, AFSCME DC48  
James Eggers, Acting Director, Labor Relations

- 19/A-18 Mr. Mollenhauer began his comments by giving the Committee some background information on the reallocation process and how it was incorporated into union contract language. According to Mr. Mollenhauer, the interpretation of this language is if the union feels there are comparable jobs in a governmental entity that paid more than what is paid by Milwaukee County for comparable duties of work, it would result in the potential necessity for the union to come forward with a request to reallocate the position based on that economic and job duty comparability. Mr. Mollenhauer compared the Register of Deeds positions to that of Property Assessment Technician, a City of Milwaukee position. He emphasized the fact that Mr. LaFave implied, through his processing of a fiscal note and forwarding that to the Division of Human Resources, that his department could take on the added cost and would absorb the reallocation of wages for these three positions.

- 19/A-115 Mr. Eggers indicated that he did the initial study on the request that was made by DC48. He explained that there is a technical problem associated with this reallocation request. That being, there are four positions authorized in the Register of Deeds office. Yet, they have asked that only three of the four positions be reallocated instead of taking the entire classification of Clerical Specialist-Register of Deeds. That poses a problem. Mr. Eggers went on to state that this reallocation would not only affect this particular department but would have to be instituted County-wide. He indicated that there is not a retention issue with the positions because there are no vacancies. He also stated that there is nothing that is so unique in the duties of the position that requires the County to pay a higher rate of pay to attract people. He referred to the comparison of the Register of Deeds position Mr.

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Mollenhauer made to the City of Milwaukee position and stressed that Milwaukee County consistently maintains internal equity and external competitiveness.

Questions and comments ensued.

**ACTION BY: (Coggs-Jones) Refer item back to staff pending further information to be submitted in a report for the October cycle. 6-0**

**AYES:** Cesarz, Coggs-Jones, Borkowski, Quindel, Weishan and Schmitt (Chair) – 6

**NOES:** 0

More specifically, Supervisors would like department demographics which should include gender and race of lower level and mid-level management, the impact this reallocation would have across the board County-wide, a discussion of the comparables, and if there are any factors for collective bargaining.

8. 06-384 From Register of Deeds and District Council 48 Staff Representative requesting an appeal of the Division of Human Resources' denial of the reclassification of four positions of Fiscal Assistant I and one position of Fiscal Assistant II to Clerical Specialist.

### **APPEARANCES:**

William Mollenhauer, Staff Representative, AFSCME DC48  
James Eggers, Acting Director, Labor Relations

- 19/A-370 Mr. Mollenhauer explained the basis of this reclassification request. He stated that the duties of the five incumbents alluded to in the request are different than any other Fiscal Assistant positions in the County. The incumbents of the Fiscal Assistant positions in the Register of Deeds Office perform two particularly different duties than any other Fiscal Assistant County-wide. First is the examining of documents that involve the interpretation of whether those documents conform to State statutes, statutes that are constantly changing over time. The book that they refer to as their recording manual has changes in it dating back to 2001. Second, the Fiscal Assistants in the Register of Deeds Office are required to have notary public status. That element does not exist anywhere else in Milwaukee County for these two job titles.

Questions and comments ensued.

- 19/A-429 Mr. Eggers indicated (in ball-park figures) that if this request went through, it would be \$1,500 for the current year and approximately \$0.200 for the subsequent year. Mr. Eggers clarified that the

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\$9,300 for the subsequent year. Mr. Eggers clarified that the recommendation that is being appealed is DHR's denial of the reclassification request of the four positions of Fiscal Assistant I, and DHR's recommendation to reclassify the one position of Fiscal Assistant II to a Fiscal Assistant I due to all incumbents doing the same duties. The recommendation to downgrade the Fiscal Assistant II would not impact the incumbent. This change would occur once the position was vacant.

19/A-451 Supervisor Coggs-Jones stated that she would like to see the original denial made by Human Resources on this item in addition to a fiscal note.

19/A-461 ***ACTION BY: (Coggs-Jones) Lay item over pending the receipt of further information. 6-0***

**AYES:** Cesarz, Coggs-Jones, Borkowski, Quindel, Weishan and Schmitt (Chair) – 6

**NOES:** 0

9. 05-518 From Director, Department of Administrative Services, requesting  
(a)(a) authorization to amend the Davis and Kuelthau S.C. contract by an increase of \$150,000 to ensure that expenses for interest arbitration do not exceed budget and current contract limits.

**APPEARANCE:**

Charles McDowell, Director, Human Resources, DAS

19/A-499 Mr. McDowell explained that this request was based on the unknown as far as where the County would be in the arbitration process. Now that arbitration has begun, it is a matter of making sure that there is adequate funding for the attorneys that have been selected to represent Milwaukee County in these proceedings. This is just an extension of the current contract. The breakdown of funding needed is \$75,000 for the balance of 2006 and an additional \$75,000 for next year.

Questions and comments ensued.

The Committee agreed that clarification of the resolution was needed. Chairman Schmitt ruled the additional language inserted as a friendly amendment.

***ACTION BY: (Quindel) Approve as amended with the language, "for the specific purpose of addressing the 2005/2006 contract arbitrations of AFSCME DC48 and the International Association of Fire Fighters Local 1072" to be added at***

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***the end of the BE IT RESOLVED clause. 6-0***

**AYES:** Cesarz, Coggs-Jones, Borkowski, Quindel, Weishan and Schmitt (Chair) – 6

**NOES:** 0

10. 05-353 (a) An adopted resolution by Supervisors Devine, Johnson, Broderick, and Dimitrijevic authorizing and directing a review of the number of managerial positions and the ratio of manager to worker positions within each department. **(Also to the Committee on Finance and Audit.) (FINAL REPORT FROM DAS – INFORMATIONAL ONLY, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

**APPEARANCE:**

Steve Agostini, Fiscal & Budget Administrator, DAS

- 19/A-703 Mr. Agostini began by stating that this document will not be a part of the budget in answer to a question posed by the Chairman. He went on to state that the budget is going to contain department organizational charts that are graphically presented. Mr. Agostini did indicate that during the course of the budget if it is the desire of individual members of the Finance and Audit and Personnel Committees to see this, he would be willing to append it and provide it as they go through each departmental budget. That would not be a problem.

Questions and comments ensued.

***The Committee took no action regarding this informational report.***

## **RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:**

11. 06-361 From Medical Examiner, requesting authorization to create a position of Operations Manager, Medical Examiner. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

- 19/B-001 ***ACTION BY: (Coggs-Jones) Concur with the actions of the Committee on Finance and Audit and Approve. 6-0***

**AYES:** Cesarz, Coggs-Jones, Borkowski, Quindel, Weishan and Schmitt (Chair) – 6

**NOES:** 0



**SCHEDULED ITEMS:**

**Item #s 12 and 13 were considered together.**

**COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):**

***The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):***

12. 06-P-03 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

**SEE ITEM #13 FOR COMMITTEE ACTION**

***At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid matter(s).***

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**ADDENDUM ITEM**

***The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):***

13. 06-P-04 Status Report from the Employee Health Care Work Group on Employee Health Care Negotiations with possible action on a new contract with WPS and resolution regarding County Health Care Systems. **(Also to Committee on Finance and Audit)**

***ACTION BY (Cesarz) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item #7 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 6-0***

**AYES:** Cesarz, Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 6

**NOES:** 0

The Committee convened into closed session at approximately 11:00 a.m. The Committee did not reconvene back into open session.

## **SCHEDULED ITEMS:**

### **STAFF PRESENT:**

Hugh Morris, Business Systems Project Manager, Information Management Services (DAS)  
Linda Seemeyer, Director, Department of Administrative Services  
William Borja, Chief Information Officer, Information Management Services (DAS)  
Charles McDowell, Director, Human Resources, DAS  
Fran Rudig, Executive Assistant, County Executive's Office  
James Eggers, Acting Director, Labor Relations  
Steve Agostini, Fiscal & Budget Administrator, DAS  
Rick Ceschin, Research Analyst, County Board

This meeting was recorded on tape. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes is available in the County Board Committee Services Division.

Length of meeting: 9:03 a.m. to 12:00 p.m.

Adjourned,



Committee Clerk  
Committee on Personnel